



Adding a User Alias

Help Documentation

Adding a User Alias

A user alias is an email address that forwards messages to a list of email addresses. Even though an alias acts as an email address, users cannot login to an alias like they do a standard email address since no email is ever actually stored for the alias. Emails are just sent to the list of addresses provided for the alias.

For example, in a working environment with multiple email addresses, the office may want to make a central email address that distributes messages to all personnel. The alias `workplace@example.com` can be made for messages to be sent and then distributed to all of the employees.

To begin adding a user alias, click the Settings button from the main toolbar, then select Aliases from the Accounts folder in the Domain Settings tree view. After you fill out the fields on the page, click on Save to finish adding the alias.

Alias Name - Enter the name of the alias.

Emails - Enter the full email addresses(one per line) of the users who should receive the mail sent to the alias.

Disable Greylisting - Check this box if you wish to disable greylisting spam filtering for your mailbox. Greylisting is an effective anti-spam method but does have possible disadvantages.